

City of Richmond

Administrative Manual

SUBJECT: Submission and Processing of City Council Agenda Items

SECTION: Basic Policy

POLICY NUMBER: AP 13

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To establish a uniform approach to submitting items which require the approval of the City Council by various departments within the City of Richmond.

II. Policy

- A. The City Manager shall be in charge of the City of Richmond's business and properties, and shall be responsible for their efficient and economical administration, as prescribed in the City Charter, ordinances and resolutions.
- B. Department directors shall be responsible for submitting items requiring City Council action according to a standard procedure and a schedule which are designed to minimize costs, to recognize the authority of the City Manager to approve each item for City Council action, and to provide ample time for the City Council to review each item before taking action and meet the requirements of State law.
- C. The City Clerk shall inform the City Manager and all department directors of any change in the schedule of submitting agenda items and of all City Council meetings.
- D. The Assistant City Manager shall inform all department directors of any change in the schedule of submitting proposed agenda items for the Agenda Setting Meeting.

III. Procedure

A. Agenda Setting Meeting

- 1. Proposed items requiring City Council action shall be submitted to the Assistant City Manager by 2:00 pm Thursday for the following Tuesday's Agenda Setting Meeting held at 7:00 pm on the Tuesday's preceding the City Council Meeting in which the City Council action is anticipated. Only one copy of the item is necessary. All papers must be single-sided, 8 ½" x 11".
- 2. Proposed items shall be submitted on an "Agenda Request Form" (Exhibit AP 13-

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1) to the Assistant City Manager. The “Agenda Request Form” is submitted on 8 ½ " x 11" paper. The title of the items should reflect the action to be taken, and should commence with an action verb (examples; Authorize Contract, Adopt Resolution, Reject Bids, Review Status Report, Approve Agreement, Discussion re Policy ...). The items should contain critical information including who, what, when, why, how much and how long. A Sample Agenda Form is Exhibit AP 13-2. It is critical to maintain the quality, accuracy and completeness of agenda items submitted to the City Council to allow City Council members to make informed decisions.

3. Department directors shall insure that once approved at the Agenda Setting Meeting, agenda items shall be typed in final form and submitted to the City Clerk with an original and 28 copies of all documentation.
4. Agenda items creating an ordinance should be submitted in the format shown on an “ORDINANCE NO.” form (Exhibit AP 13-3). An original and one copy of a proposed ordinance are submitted on 8 ½ " x 14" paper, paper-clipped to the original “Agenda Request Form”. A sample of an “ORDINANCE NO.” form is contained in Exhibit AP 13-4. Please do not type dates of adoption nor the name of the Mayor, Attorney or Clerk. Only titles may be typed under the signature lines.
5. Agenda items requiring a resolution should be submitted in the format shown on a “RESOLUTION NO.” form (Exhibit AP 13-5). An original and one copy of a proposed resolution are submitted on 8 ½ " x 14" paper, paper-clipped to the original “Agenda Request Form”. A sample of a “RESOLUTION NO.” form is contained in Exhibit AP 13-6. Please do not type dates of adoption nor the name of the Mayor, Attorney or Clerk. Only titles may be typed under the signature lines.
6. Contracts and/or agreements for signature should be submitted with the “Agenda Request Form”. An original and two copies shall be submitted. The City Clerk shall maintain the original, one copy shall be given to the appropriate department director and one copy to the contractor. If more copies are required, the department director shall supply the appropriate number.

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7. The department director will be in attendance whenever a department sponsored agenda item is considered. Required staff attendance at meetings of the Agenda Setting meeting shall be by invitation of the Assistant City Manager or with the prior approval of the responsible department director.

B. City Council Meeting

1. Items requiring City Council action shall be submitted to the City Clerk by 5:00 pm Wednesday for the following Tuesday's City Council meeting in which City Council action is anticipated. City Council meetings are held at 7:00 pm every other Tuesday. The City Clerk shall prepare an agenda and packets containing items and supporting documentation introduced in the Agenda Setting meeting and other business before the City Council, and shall distribute the agenda and packets to City Council members and appropriate department directors in advance of the City Council meeting
2. The City Council may establish committees to facilitate the review of projects and programs. These committees are supported by the appropriate City departments. Non routine agenda items falling within the purview of the respective committees should be submitted for committee review prior to consideration by the City Council unless otherwise authorized by the City Manager.
3. The City Council generally acts upon the agenda items during the City Council meetings, held in the Council Chamber in City Hall, 2600 Barrett Avenue, every other week on Tuesday of the month, except when such Tuesday falls on a holiday recognized by the City, whereupon the meeting is held on the next business day at the same time.
4. Miscellaneous items include mail and information, and shall be submitted to the City Clerk by 11:30 am Friday for distribution to the City Council.
5. Special meetings of the City Council may be called at any time by the Mayor or five members of the City Council. Special meetings require twenty-four hours

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advanced public notice. Only the business appearing on the agenda for the special meeting will be transacted.

6. The department director will be in attendance whenever a department sponsored agenda item is considered. Required staff attendance at meetings of the City Council shall be by invitation of the City Manager or with the prior approval of the responsible department director.
7. The order of business at the regular City Council meetings shall be in the order set forth below and as published by the City Clerk, except that with concurrence of five members of the City Council, matters may be taken up out of order.
 - a. Roll call
 - b. Approval of minutes of the previous meeting
 - c. Statement of conflicts of interest
 - d. Approval of checks and requisitions
 - e. Consent calendar
 - f. Public hearings
 - g. Agreements
 - h. Resolutions
 - i. Ordinances
 - j. Council as a whole . . .
 - k. Call for bids and proposals
 - l. Communications
 - m. Reports of Standing Committees
 - 1) Economic Development, Community and Cultural Services
 - 2) Finance and Public Safety
 - n. Requests to address the Council
 - o. Open forum for public comment
 - p. Reports of officers